



## State of Montana Job Vacancy

### Department of Transportation

#### Glendive District

503 North River Avenue

PO Box 890

Glendive, MT 59330-0890



February 5, 2009

Internal/External

*An Equal Opportunity Employer*

Job Title: Civil Engineering Technician ~ 2 positions  
Position No.: 54157032  
Division: Glendive District Materials Lab  
Location: Glendive  
Job Code: 173214  
Type of Position: Permanent - Full Time  
Work Comp Code: 9411  
Bargaining Unit / Code: MPEA / 0000-8  
Band: Band 4  
Hourly Salary Range: \$17.240  
Supplement Required: Yes ☐ No ☒  
Closing Date: February 19, 2009

### **Materials Lab Overview**

The District oversees highway and bridge construction from the time a construction contract is awarded to a private contractor until the project is completed and the work approved. This includes inspection, sampling, testing, and surveying. The Glendive District Materials Laboratories are responsible for supplying design, construction, and maintenance staff with necessary information on availability, quality, and quantity of materials used through site assessment, quality assurance, testing, and technical assistance services related to materials used in design, construction, and maintenance of the Montana's highways and bridges.

### **Description of Duties**

This position serves as a lead Field Project Technician within the District and is responsible for coordinating, overseeing, and conducting various inspection, sampling, and testing procedures to verify that construction project features and materials conform with standard specifications, Department requirements, and contract agreements. This includes project planning and coordination, technical oversight, and contractor monitoring and communications as well as ongoing coordination and oversight of activities. The position is also responsible for coordinating and overseeing staking and surveying procedures and performing a variety of other duties as assigned.

### **Job Requirements**

The required knowledge is typically acquired through a combination of education and experience equivalent to a high school diploma, including coursework in algebra, geometry, or trigonometry.

The position involves extensive overnight travel throughout the District in excess of 2,000 miles per month (often on short notice, weekends, and holidays) and working outdoors in all types of weather.

The work environment involves harsh or caustic fumes, dust, extreme temperatures, wind, rain, and snow. Hazards associated with the work can be significant. The majority of the work is performed at construction sites or fabrication plants involving traffic passing the project site and working around heavy machinery.

Must have the ability to obtain a Type B Class II Commercial Driver's License.

## **Education and Experience**

The position requires four (4) years of experience in highway construction or related field (e.g., laboratory testing, transportation design, engineering, etc.), including at least two (2) years in inspection, sampling, testing, and/or surveying.

## **Compensation / Benefits**

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

## **Application Process:**

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☒ No ([what is VEBA](#))

- ☒ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☒ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

## **Supplemental Questions:**

NONE

**Application Materials and Deadline:** Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

**Glendive District**  
503 North River Avenue  
PO Box 890  
Glendive, MT 59330-0890

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Glendive District office in Glendive by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

**Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.**

**Reasonable Accommodations:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

**Applicants claiming Veteran's or Disabled Person's Employment Preference** (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.